



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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Fifth District

July 8, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: SAN PEDRO COMMUNITY AND  
SENIOR SERVICES CENTER ADDITION – CITY OF SAN PEDRO  
CATEGORICAL EXEMPTION - AWARD AGREEMENT  
SPECS. 6959; CAPITAL PROJECT NO. 87001  
(FOURTH DISTRICT) (3 VOTES)**

**SUBJECT**

This action is to approve the San Pedro Community and Senior Services Center Addition project, award a design services agreement, and authorize the Acting Director of Public Works to carry out the project.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find the San Pedro Community and Senior Services Center Addition project categorically exempt under the California Environmental Quality Act.
2. Approve the \$2,480,000 total project budget, fully funded by the Fourth Supervisorial District's Various Capital Improvement funds, and authorize the Acting Director of Public Works to deliver the project.

3. Award and authorize the Acting Director of Public Works to execute an agreement with Lehrer Architects to provide plans and specifications for the San Pedro Community and Senior Services Center Addition project for a \$220,000 not-to-exceed fee to be financed by Capital Project No. 87001 and to establish the effective date following Board approval.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will authorize the Department of Public Works (Public Works) to proceed with the design of the San Pedro Community and Senior Services Center Addition project.

The San Pedro Community and Senior Services Center is located at 769 West Third Street, San Pedro. The original 23,500 square-foot facility provides community and senior services for the residents of San Pedro. The existing building is not compliant with requirements of the Americans with Disabilities Act (ADA) and does not provide sufficient space to adequately accommodate current programs.

The proposed project consists of interior and exterior facility renovations and reconfigurations to adequately support program operations and services while making the facility ADA compliant. The renovation of existing restrooms includes the installation of additional stalls and other upgrades to achieve ADA compliance. The reconfiguration of the existing Senior Citizens Room includes the installation of a kitchenette, storage area, and two additional single-unit restrooms. The reconfiguration of a portion of the second floor will provide a new Social Security Administration office and public waiting area. The addition to the northeast side of the building will include an 800 square-foot multi-purpose room, and a 1,350 square-foot addition to the southeast side of the building will provide two day-care classrooms with toilets, storage, and corridor.

The surface parking lot that serves the facility is across the street from the Service Center and will be slurry-coated and restriped; a landing and handrail will be added to the existing wheelchair ramp to conform to ADA regulations; and new fencing, trash enclosure, flagpoles, landscaping, and signage will be included.

Following completion of construction documents and jurisdictional approvals, we plan to return to your Board to recommend adoption of plans and specifications and advertise for competitive bids to construct the project.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide Service Excellence (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents. In addition to meeting this goal, these actions are consistent with Community Services (Goal 6) by improving the quality of life for residents in the community.

### **Sustainable Design Program**

The project will support your Board's Sustainable Design Program by using energy efficient light fixtures with light sensor controls and drought-tolerant landscaping. There will be savings due to a reduction in electricity and water consumption as a result of the sustainable elements included in the design.

### **FISCAL IMPACT/FINANCING**

The recommended agreement with Lehrer Architects is for \$220,000. The total estimated cost for the San Pedro Community and Senior Services Center Addition project, including plans and specifications, plan check, construction, equipment, consultant services, Civic Art allocation, and County services, is \$2,480,000.

Sufficient funds are available in the Fiscal Year 2008-09 Capital Projects budget under Capital Project No. 87001. The proposed project is fully funded by the Fourth Supervisorial District's Various Capital Improvement funds. There is no impact to net County cost.

The Project Schedule and Budget Summary are included in Attachment A.

### **Operating Budget Impact**

Based on the project scope of work, the Department of Community and Senior Services will work with the Chief Executive Office to determine the operating budget impacts resulting from the improvements and will return to your Board to identify any one-time, start-up and/or ongoing costs to maintain and operate the improvements when recommendations are made to adopt the plans and specifications.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard agreement, previously approved as to form by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination,

renegotiation, and hiring qualified displaced County employees will be included in the contract.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, Lehrer Architects is willing to consider Greater Avenues for Independence Program/General Relief Opportunities for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

Lehrer Architects is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project has been reviewed and determined to be categorically exempt under the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines, Sections 15300 and 15301, Class 1, Subsection (e)(1), and the County of Los Angeles Environmental Reporting Procedures and Guidelines, Appendix G, Class 1, Subsections (d) and (g)(1), adopted by your Board on November 17, 1987, because the project will involve minor alteration of existing facilities involving negligible or no expansion of use beyond that previously existing. A Notice of Exemption will be filed with the Registrar-Recorder/County Clerk.

### **CONTRACTING PROCESS**

The County utilized the accelerated architect/engineer selection process. This process allows the Architectural Evaluation Board (AEB) to provide the County with lists of qualified architect/engineer firms for specific types of building designs. Additionally, for projects with an estimated construction cost of less than \$2,000,000, Public Works developed a ranked list intended to further accelerate the contract award process. Using this list, a single firm is chosen from the AEB's list and invited to submit a proposal. Lehrer Architects was selected to submit a proposal on this accelerated basis solely on its qualifications to perform the design work.

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. This contract opportunity was not listed, however, because the AEB evaluation process was used. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Doing Business with Us website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from website information.

Lehrer Architects agreed to provide the services for a \$220,000 not-to-exceed fee. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Public Works has determined that Lehrer Architects fully complies with the requirements of County Code Chapter 2.201 (Living Wage Program), and Lehrer Architects has agreed to pay its full-time employees who provide County services a living wage.

Lehrer Architects' Community Business Enterprises participation data and three-year contracting history with the County are on file with Public Works.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

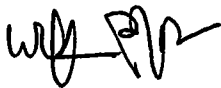
There will be no negative impact on current County services or projects during the performance of the recommended services. The facility is currently operational, and construction activities will be coordinated with the administrative and facility staff to minimize the impacts of construction activities on the community center programs and to maintain safe public access during construction.

The Honorable Board of Supervisors  
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**CONCLUSION**

Please return one adopted, stamped copy of this letter to the Chief Executive Office, Capital Projects Division, and one to the Department of Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DDE:DL  
JSE:DJT:RB:zu

Attachment

c: Auditor-Controller  
County Counsel  
Office of Affirmative Action Compliance  
Department of Public Social Services (GAIN/GROW Program)  
Department of Public Works

July 8, 2008

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS: SAN PEDRO COMMUNITY AND  
SENIOR SERVICES CENTER ADDITION – CITY OF SAN PEDRO  
CATEGORICAL EXEMPTION - AWARD AGREEMENT  
SPECS. 6959; CAPITAL PROJECT NO. 87001  
(FOURTH DISTRICT) (3 VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Award Design Contract	07/08/08
Design	
Contract Execution	07/15/08
Construction Documents	11/17/08
Jurisdictional Approvals	01/15/09
Construction Contract Award	05/19/09
Construction	
Substantial Completion	02/24/10
Acceptance	05/04/10

\*Indicates completed activity.

## II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Construction	\$ 1,406,966
(a) Construction	\$ 211,045
(b) Change Order	\$ 17,513
(c) Utilities	\$ 30,000
(d) Hazardous Materials	\$ 15,870
(e) Civic Art Allocation	\$ 1,681,394
Subtotal	
Plans and Specifications	\$ 220,000
Consultant Services	\$ 133,760
Miscellaneous Expenditures	\$ 12,000
Plans Check and Jurisdictional Reviews	\$ 22,600
County Services	\$ 410,246
<b>TOTAL</b>	<b>\$ 2,480,000</b>